**JOVEN**

**POSITION APPLYING FOR: MATERIAL CONTROLLER**

**CAREER OBJECTIVE**: To obtain the excellence profession, development and expansion in career, and to be associated with apparent and successful company to seek a challenging position to expand my skills and quality of my profession to the fullest of my ability.

**WORKING EXPERIENCE:**

**Material Controller/ FMCS Operator**

SAMSUNG ENGINEERING SAUDI ARABIA (NGL Project, SHAYBAH 2)

SAMSUNG ENGINEERING SAUDI ARABIA (RCTF Project, Riyadh)

May 14, 2012 – May 13, 2016

**Material Controller**

**DAEWOO E & C (Algeria Oman Fertilizer Project)**

**Base de Vie Mers El Hadjadj Bethioua ,Oran ,Algeria**

**October 01, 2010 to November 30, 2011**

**Material Controller**

DAEWOO E & C (Q-CHEM I & II PROJECT)

Mesaieed, Qatar

March 19, 2008 to April 10, 2010

**JOB DESCRIPTION:**

**FMCS OPERATOR**

Utilization of Field Material Control System (FMCS), proper input of Data from ISO (DWG.) for Piping Material Request and Material Receiving Report to support the Pipe Spool Fabrication Shop (NSH & SESA SAMSUNG ENGINEERING Fabrication Shop).Implementation and ongoing management of hard and soft copies of drawings (isometric), technical documents. Implementing document control policies and procedure for project. Electronic recording and tracking of all correspondence, drawings, technical documents and the documenting system as they become available-hard copy, electronically and on registers. Ensure required internal and external stakeholders have all require documentation and drawings. Office coordination activities.

**Receiving**- Matching description of material to packing slip, matching of packing slip to PO specifications and tagging and identification of material, preparing receiving report, investigation discrepancy, arranging to inspection, notifying end user of arrival of material, filling document, posting of inventory receipt to computer.

**Issuing** - To issuing against approved MIS, issuing inventory and consumable item, issuing direct charge item, posting of issuing / return to computer, deliver material to end user with DN, managing repairable item.

**Warehousing**– To supervising proper binning and palletizing of inventory, repacking of inventory, protecting inventory form- damage, corrosion and deterioration, maintaining inventory – i.e.  Rotation of shaft re-warehousing, restocking shelves’ inspection inventory and storage area, maintaining up to date record of location of inventory, maintaining inventory labels. Checking current stock status during the monthly cycle count.

**Duties and Responsibilities:**

* To supervise loading, offloading, packing, labeling, stacking as per lay out plan and warehouse procedure in the yard and warehouse.
* To coordinate with procurement, vendor and end user, material as per procurement procedure and warehouse procedure.
* To reporting and receiving operation direction from Material Manager.
* To coordinate with field engineer, project controller, subcontractor and contraction person to implement the plan for construction activity and work
* To Reporting to procurement for project undelivered and warehouse stock material and coordinating with construction person.
* Check the condition and storage of materials.
* Check the chemical compositions and mechanical properties shown on mill test reports against specified requirements.
* Familiar of material identification as well as aware of Materials code.
* Locate the material as per given location, check old stock, issue material as per user requirement, identify the user authorization and handling all jobs required in use.
* Co-coordinating with subcontractors and vendors for technical activities.
* Responsible for witnessing and verifying the Materials as per packing list.
* To ensure that the material receiving documentation as per Quality System and the Project Quality Plan is strictly adhered to throughout.
* Monitoring of material heat number traceability.
* Maintaining and updating Material out going and receiving Statistics in daily basic.
* Preparation of Job End Report for Material Department.
* Keep it proper record of issuing and receiving Materials.
* Preparation and submission of daily and monthly report to Store Manager and Material Manager.
* Collection of material and equipment from Main Contractor/Owner and shifting to store, warehouse as well as site.
* Preparation and submission of daily report and offering necessary document to QA/QC for inspection.
* To follow up the material with vendor in order to insure the delivery of the material on time.
* Preparing the entire necessary documents after receiving the material from the vendor or supplier in order to get submit these documents to the client for approval of the material.
* Supervise all the consumables as well as non-consumable material for the project.
* Independently handle materials of this project from yard to site.
* To enhance relationships in dealing with client, consultants to ensure all agreements are implemented.
* To supervise work teams for effective delivery of objectives and efficiency improvement.
* To identify and ensure skills of assigned manpower are aligned to project requirements to ensure technically competent personnel for the project.
* To develop the skill of workforce.

**EDUCATIONAL ATTAINMENT:**

* **BS in Electronics Engineering (Undergraduate)**

Polytechnic University of the Philippines

1996 – 1998

**PERSONAL DATA:**

**Age : 36 yrs. old**

**Birthday : July 16, 1979**

**Gender : Male**

**Height : 5’6”**

**Civil Status : Married**

**Citizenship : Filipino**

**Job Seeker First Name / CV No: 1766196**

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